

RFA ID: _____ REQUEST FOR AUTOMATION
DATE: _____

SECTION 1 TO BE COMPLETED BY THE CONTACT PERSON

1. EMERGENCY

NON-EMERGENCY

2. DESCRIPTION OF NEED OR REQUIREMENT

3. LOAN PROGRAM/MANAGEMENT AREA

4. SYSTEM(S) AFFECTED

5. RURAL DEVELOPMENT

RHS

RBS

RUS

6. SUPPORTING DOCUMENTATION

7. BENEFITS/IMPACT OF IMPLEMENTATION

8. CONTACT POINT (NAME/SIGNATURE)

9. DATE

10. CONTACT POINT'S ORGANIZATION

11. TELEPHONE

SECTION 2

SPONSOR REVIEW

12. SPONSOR DIVISION OR STATE DIRECTOR CONCURRENCE

SIGNATURE/TITLE

DATE

13. CATEGORY/BASIS OF REQUEST

LEGISLATIVE/JUDICIAL

REGULATORY/POLICY

AUDIT

INTERNAL SYSTEMS INFRASTRUCTURE

SYSTEMS ENHANCEMENT INITIATIVES

14. PRIORITY

CRITICAL

IMPORTANT

DESIRABLE

PRIORITY CERTIFIED BY:

SIGNATURE/TITLE

DATE

15. REQUIRED IMPLEMENTATION DATE (CRITICAL ONLY)

SECTION 3

RFA APPROVAL INFORMATION (SRB USE ONLY)

16 APPROVED

DISAPPROVED

17. SPONSOR PROJECT MANAGER

18 FUNCTIONAL SPECIFICATIONS REQUIRED

YES

NO

19 SRB CHAIRPERSON SIGNATURE/DATE

20. BRANCH/SECTION ASSIGNED

21. IRM ACCEPTANCE

SIGNATURE

DATE

22. USER-ACCEPTANCE
SPONSOR PROJECT MANAGER
SIGNATURE

23. USER-ACCEPTANCE DATE

24. LENGTH OF WARRANTY

25. PRODUCTION IMPLEMENTATION DATE

26. WARRANTY EXPIRATION DATE(S)

27. RELEASE NUMBER

28. RELEASED BY IRM

SIGNATURE

DATE
